

TOWN OF MENDON
REQUEST FOR PROPOSALS (RFP)
PERSONNEL CLASSIFICATION & COMPENSATION PLAN

The Board of Selectman of the Town of Mendon, Massachusetts through its Town Administrator invites qualified human resources consulting firms to submit proposals for the updating of its personnel classification plan and an accompanying salary survey and personnel policies in accordance with the specifications listed below.

This RFP is distributed pursuant to Chapter 30B § 1(b)(15) of the General Laws, the requirements of Chapter 30B. The Town has determined that this request for proposals is made in the best interest, and under the general authority of the Town of Mendon and no other.

1. **Information Furnished to Submitter**

A. General Information

1. The Town of Mendon has a population of approximately 6,188, and total General Fund budget for fiscal year 2014/15 of approximately \$15.2 million. The current workforce of the Town is approximately 45 (FTE). The most recent staffing and utilization study was performed by System Consulting Group Inc., Boston Massachusetts in 2001.

B. Description of Records

1. The Town has an existing classification and compensation plan that was completed in 2001. It has been internally updated as recently as 2010.
2. The Town has approximately 30 current job descriptions.
3. The Town has not annually reviewed the compensation plan to make adjustments to pay ranges with the goal of maintaining competitiveness in the market.
4. The Town will provide, to the best of its ability, the consultant selected for this project with necessary and pertinent information as requested.

C. Nature of Services Required

1. Review of the existing job descriptions, conduct interviews with selected employees and their supervisors, and creation of updated job descriptions.
2. A review of the existing compensation plan and recommendations for the plan, i.e. hourly and salary rates and ranges, grades.
3. Application of the FLSA and ADA standards on all job descriptions.

4. Conduct a salary survey of comparable Towns in Massachusetts. The consultant will develop the list of comparable towns and carry out the study.
5. Furnishing of the factor rating system appropriate to the public sector so that the Personnel Board may rate future job descriptions or changes to existing descriptions.
6. Creation of a Personnel Handbook with up-to-date and compliant personnel policies
7. The work needs to be completed by April 5, 2015 in order for the results to be integrated into the proposed July 1, 2015 budget.

Throughout and at the conclusion of the project, representative(s) of the consulting firm will be expected to appear before the Board of Selectman as well as a separate meeting with all Department Heads and Board Chairpersons to discuss the findings resulting from the classification and compensation plan in accordance with Meeting requirements below.

D. Reporting Requirements

1. The following items are required at the completion of the project.
 - a. Set of revised job descriptions for all positions.
 - b. Rating manual to be used by the Board of Selectman with clear factor criteria in order to rank any future job description amendments or new job descriptions.
 - c. Results of the salary survey.
 - d. Compensation Plan with grades and ranges.
 - e. Policy Handbook for all Employees
2. The consulting firm will print and submit five (5) copies of the project deliverables to the Town Administrator.

E. Meeting Requirements

The consulting firm will conduct:

Working meetings as required with the Town's employees, supervisors, Town Administrator to facilitate the updating of all job descriptions.

An exit conference with the Selectmen, Town Administrator or other designee to review the aforementioned reports.

A formal presentation to the Board of Selectman.

F. Timing Considerations

1. If it becomes necessary to revise any part of this Request for Proposals (RFP) or otherwise provide additional information, an addendum will be issued by the Town and furnished to all individuals or firms who were sent copies of the original RFP.

2. All submissions become the property of the Town and are subject to disclosure as required by Massachusetts General Laws.
3. The Town is not liable for any cost incurred by the prospective consulting firms in replying to the R.F.P.
4. The date for award of this contract has been scheduled for November 10, 2014, but is subject to change.
5. The tentative date for which work must be completed for fiscal year 2015/2016 is April 5, 2015 in order for the resulting compensation plan to be implemented as part of the FY 2015/2016 budget.
6. Progress Reporting – Progress reports are to be submitted with billings monthly. These reports are to measure results against the firm's work plan. The firm shall promptly report to the Town Administrator of any conditions that impede the proper conduct or planned timetable of the project.

G. Role of the Town to the Consultant

1. The engagement coordinator will be the Town Administrator and she will have responsibilities for items related to the following:
 - a. Receiving initial draft copies of the job descriptions, salary survey, and compensation plan, and circulating drafts to Board of Selectman members.
 - b. Coordinating meeting with consultant and employees, supervisors and Board of Selectmen for discussion and action.
 - c. Monitoring and reviewing, the progress reports from the consultant.

H. Town Assistance Available to Consultant During the Class/Comp Study

In addition to material outlined above, the Town will:

1. Provide copies of all existing job descriptions.
2. Provide the consulting firm with reasonable workspace, desks, chairs, access to the Town's photocopy machines and one telephone line, each at no charge.
3. Prepare confirmations.
4. Attend meetings and conferences (by appointment if necessary).

I. Billings

Please state your firm's policy on progress billing.

J. Submissions: Information & Conditions

Sealed submissions will be accepted until Tuesday, October 14, 2014 at 11:00 AM in the Board of Selectmen's Office, Town Hall, 20 Main Street, Mendon, MA 01756.

Response to the RFP must consist of two separate documents: the Technical Submission and the Fee Proposal. These two submissions **must** be submitted in separate sealed envelopes. Inclusion of the fee proposal in the Technical Submission may result in disqualification of the Submission. The Submitter should submit the original and five (5) copies of the Technical Submission and the original and five (5) copies of the Fee Proposal in separate sealed envelopes. Each envelope must be clearly marked as the Technical or Fee Proposal and contain the submitter's name and address.

In order to simplify the submission evaluation process and obtain the maximum degree of comparison, the Town requires prospective firms to submit the submissions in the format and manner prescribed by this section. Firms are cautioned that any deviation from this format may result in the disqualification of their submissions.

K. Minimum Qualification Criteria

In addition to addressing each of the items in the specification, the Proposer must submit, as part of his/her non-price proposal, the following minimum qualification criteria: Initial the appropriate response to each criterion, and include the required documentation in the Non-price (technical) proposal envelope.

1. A letter of transmittal signed by the individual authorized to negotiate for and contractually bind the Consultant, stating that the offer is effective for at least sixty (60) calendar days from the deadline for the submission of proposals.

Comply _____ Do Not Comply _____

2. A list of all Massachusetts municipalities for which the consultant has provided classification/compensation system services. This list is to include a current name, address and phone number of references for the selection committee to access. Any negative information generated by reference check shall be sufficient cause to dismiss the proposal as unacceptable. Negative information shall be considered grounds to render the proposal unacceptable.

Comply _____ Do Not Comply _____

3. List any litigation, with the appropriate explanation, against your firm in the past five years from 2008 through the present.

Comply _____ Do Not Comply _____

Name of Representative

Comply _____ Do Not Comply _____

I hereby state that I understand the minimum evaluation criteria and that I have initialed all of the appropriate sections, and further, that I have attached the required information.

Signature

Company

L. Comparative Evaluation Criteria

A consultant shall be deemed unacceptable if the proposal is deemed non-responsive or if the minimum evaluation criteria are not met. However, once it has been determined that the proposal is responsive and the consultant has met all the minimum evaluation criteria, the proposals will be further evaluated by the Town of Mendon using the following comparative evaluation criteria. The ratings of "Highly Advantageous", "Advantageous", "Not Advantageous", and "Unacceptable", will be used to evaluate the following features of each proposal:

1. Consultant has performed a number of similar projects for other municipalities.

- | | |
|-------------------------|---|
| a. Unacceptable: | The consultant has never performed a pay/classification plan. |
| b. Not Advantageous: | The consultant has performed at least 3 pay & classification plans. |
| c. Advantageous: | The consultant has performed at least 5 pay and classification plans. |
| d. Highly Advantageous: | The consultant has performed at least 10 pay & classification plans. |

2. How many years of experience does your firm have providing consulting services in the area of human resources?

- | | |
|-------------------------|---|
| a. Unacceptable: | Less than three years of experience. |
| b. Not Advantageous: | More than three years of experience but less than five years of experience. |
| c. Advantageous: | More than five years of experience but less than ten years of experience. |
| d. Highly Advantageous: | Ten or more years of experience. |

M. Technical Submissions

1. Title Page
 - a. Project title.
 - b. Name of submitter firm.
 - c. Address and telephone number of submitter firm.
 - d. Name of a contact person.
 - e. Date of submission.
2. A letter of Transmittal – (limit to one or two pages)
 - a. Briefly state the submitter understands the work to be done and make a positive commitment to perform the work within the required time frame.
 - b. This letter should be signed by the individual authorized to negotiate for and contractually bind the firm.
3. Table of Contents
 - a. Include a clear identification of the material by section and by page number. Such sections will be those identified below.
4. Professional Experience
 - a. Describe the firm's classification and compensation study experience with Massachusetts's local governments of similar size (population and budget) in the last five years. Indicate the names, addresses and telephone numbers of client officials for each of the engagements listed who may be contacted.
 - b. Identify the supervisors (e.g., partner, manager) and the staff who are expected to work on the project. Provide resumes (which may be included as appendices) showing relevant past experience, education, training, etc.
5. Submitter's Approach to the Classification & Compensation Study
 - a. State the submitters understanding of the services to be performed and the work products to be provided as defined in Sections C&D "Nature of Services Required" and "Report Requirements" of this RFP.
 - b. Submit a work plan to accomplish the scope of services, with the proposed start date to completion. The work plan should include time estimates by staff level for each of the significant segments of the work and the staff assigned to each segment.
 - c. Approach to be taken in developing the list of comparable Towns for the salary survey.

N. Fee Proposal

The consultant must submit in a separate envelope, its proposal for the fee to be paid to complete this scope of work.

- O. Compliance Forms – the two forms below must be completed and submitted with the technical proposal:**

CERTIFICATION OF GOOD FAITH

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word “person” shall mean any natural person, business, partnership, corporation, union committee, club, or other organization, entity, or group of individuals.

(Signature of individual submitting bid or proposal)

(Name of Business)

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. Chapter 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Federal Identification Number

Corporate Name

Company

Address

Phone Number

(Authorized Signature of individual submitting bid or proposal)

(Name and Title)

Date